



Code: 8190

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer, and Disposal

Series: Sanitation

CLASS TITLE: SUPERVISOR OF LOT CLEANING SERVICES

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates work activities and supervises work crews engaged in vacant lot cleaning and related sanitation and cleaning operations within the Bureau of Street Operations, and performs related duties as required

ESSENTIAL DUTIES

- Assigns and directs work crews in the cleaning and clearing of debris from vacant lots, lots surrounding abandoned buildings, viaducts, illegal dumpsites and other street areas
- Drives a city vehicle to inspect identified areas in response to sanitation complaints and service requests, assessing extent of sanitation problem and forwarding information to the Department of Law to identify property owners
- Writes and issues citations for sanitation code violations to identified property owners
- Uses the mobile electronic ticket (MET) system to document findings at an inspected site and to transmit the information to appropriate personnel for property title searches, identification of property owners and issuance of violation tickets
- Schedules daily work assignments, prioritizing and assigning jobs to work crews and determining manpower/ laborers and equipment (hi-lifts, dump trucks) needed at each job site
- Monitors work in progress, ensuring work activities of laborers, hoisting engineers and motor truck drivers is coordinated and that proper work methods and safety procedures are followed
- Prepares reports on manpower and equipment used, refuse loads taken to dumpsites and gathers other information needed to initiate efforts to recover costs from property owners
- Monitors and reviews the performance of work crews and initiates and administers corrective or disciplinary action as required
- Prepares and signs off on accident reports
- Works with Ward Superintendents, Aldermen and other city representatives to provide a coordinated approach in cleaning up areas and responding to sanitation problems
- Maintains records of work activities and prepares weekly productivity reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Five years of work experience in refuse collection, sanitation or street cleaning operations

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Communications equipment

PHYSICAL REQUIREMENTS

- Ability to stand or walk for extended or continuous periods of time
- Work performed at great heights with the use of safety belts

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- Departmental procedures for the clean up of vacant lots and debris removal
- geographical locations within the City and applicable facilities
- supervisory principles, methods, practices and procedures
- applicable safety codes, principles, methods, practices, and procedures, including OSHA standards
- use of safety equipment and protective gear
- applicable computer software packages and applications

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

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- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

Date: July, 2010